



## JOB DESCRIPTION

# Public Works Director

DEPARTMENT:	Public Works
SUPERVISED BY:	Village Manager
SUPERVISES:	All full-time, part-time, temporary, and seasonal employees of the Department and independent contractors
BARGAINING UNIT:	None
FLSA STATUS:	Exempt
POSITION STATUS:	Full-time

### **General Summary:**

The Public Works Director is under the general supervision of the Village Manager and plans and directs the operations of the Public Works Department. Supervises and trains employees, prepares policies and procedures, prepares budget and administers same. Performs all administrative functions for the department. Performs field labor as staffing and workload demands require. Serves in an on-call basis outside of normal work hours to handle emergency situations.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Confer with the Village Manager, village officials and staff, contractors, and subordinate personnel regarding various work projects and bring to the attention of the Village Manager those areas of the village (e.g., streets, water systems, sewer systems, parks,

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buildings, grounds, equipment, and technology) that are in need of physical improvement or replacement.

2. Assign, supervise, coordinate, review, and evaluate the work of all full-time, part-time, temporary, and seasonal employees of the department engaged in public works activities; supervise, coordinate, review, and evaluate the work of independent contractors performing work of a public works nature for the village.
3. Administer the provisions of the collective bargaining agreements for affected employees within the department; serve as a member of the Village Manager's collective bargaining team upon the manager's request.
4. Organize, coordinate, supervise, and manage work plans to meet seasonal public works operations.
5. Be responsible for the maintenance of the village's streets, water system, and sewer system, including testing and reporting, and for lake level management and management of the village's geographical information system (GIS) and other departmental technology; serve as the village's water system operator in charge.
6. Inspect the work of subordinate personnel and contractors to ensure proper work performance and equipment operation and maintenance.
7. Conduct field inspections to evaluate progress on construction and maintenance projects.
8. Ensure all reporting requirements to governmental agencies are conducted accurately and in a timely manner.
9. Supervise, prepare, review, store, file, retrieve, and maintain departmental correspondence, records, reports, and other departmental documents.
10. Investigate and respond to complaints relating to departmental activities.
11. Review recommendations and reports regarding equipment purchases and operating costs and prepare the departmental budget; administer the departmental budget after its adoption; prepare requisitions for purchases and process invoices for payment.
12. Assist in the installation of new equipment, maintenance of existing equipment, and in performing labor on work projects as staffing requires.

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13. Organize, plan, design, implement, supervise, coordinate, and evaluate departmental workplace safety programs and policies for all public works operations in compliance with federal, state, and local laws, policies, and regulations; maintain required reports and other documents related to the safety program.
  14. Assist other village departments as necessary.
  15. Perform all related public works tasks as required or as directed by the Village Manager.

### **Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

1. Bachelor degree in public administration, business administration, or other appropriate field unless waived by the Village Manager.
2. Valid State of Michigan Commercial Driver License (CDL) Class B or higher with air brakes and tanker endorsements, or ability to obtain one within six months of employment, and satisfactory driving record.
3. State of Michigan S-3 Water System Operator license or higher or be able to obtain such license within a reasonable time as determined by the Village Manager.
4. Several years of reasonable work experience in public works operation, oversight, construction, maintenance, and/or repair work associated with streets, water systems, and/or sanitary and storm sewer systems.
5. Three (3) years of experience in a supervisory and administrative capacity unless waived by the Village Manager.
6. Reasonable knowledge and experience with computers, Microsoft Office programs, and Geographic Information Systems (GIS) hardware, software, and file maintenance.
7. Capacity to effectively lead employee work teams and ability to effectively plan, assign, supervise, and coordinate the work of others and communicate directions to employees.
8. Ability to interact effectively with the public and establish and maintain positive public relations and effective, efficient, and cooperative customer service protocols.

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9. Ability to organize, coordinate, supervise, and manage work plans to meet seasonal public works operations.
  10. Ability to read, analyze, and interpret plans, drawings, and blueprints.
  11. Ability to organize, plan, design, implement, supervise, coordinate, and evaluate departmental workplace safety programs and policies for all public works operations in compliance with federal, state, and local laws, policies, and regulations.
  12. Ability to prepare accurate records and reports.
  13. Ability to work effectively with other employees and the public.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***While performing the duties of this job, the employee is regularly required to be able to complete the following physical requirements:***

1. Ability to ascend or descend ladders, stairs, and the like with ease and agility.
2. Ability to maintain body equilibrium to prevent falling.
3. Ability to lower the body to floor level and move about, kneel, crouch, and crawl. Ability to extend one's arm(s) in any direction, and an ability to support oneself in an erect position.
4. Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
5. Ability to substantially press against an object with steady force in order to thrust forward, downward, or outward. Ability to lift, pull, and push materials and equipment.
6. Ability to raise substantial objects from a lower to higher position or move objects horizontally from position to position; ability to reach, grab, hold, pull, and push substantial objects.
7. Ability to be subject to substantially repetitive motions of the body or its parts.

8. Ability to manipulate small objects precisely by whatever means. Ability to apply considerable grasping-type pressure to an object.
9. Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile (touch) means, including the ability to use the senses of sight, smell, hearing, and feeling.
10. Ability to walk, stand, stoop, bend, and turn, including performing such actions on wet or varied surfaces.

***While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors:***

1. Frequently exposed to inside environmental conditions.
2. Frequently exposed to outside environmental conditions.
3. Frequently exposed to weather and temperature changes—as activities occur both inside and outside.
4. Occasionally exposed to cold; temperatures that may be below 32 degrees for periods of more than one (1) hour.
5. Frequently exposed to noise.
6. Frequently exposed to vibration—exposure to oscillation movements of the extremities or whole body.
7. Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical current, working on ladders or elevated platforms, and other hazards.
8. Occasionally exposed to atmospheric conditions, such as fumes, odors, dusts, gases, or poor ventilation.
9. Frequently required to wear safety equipment, such as hard hats, glasses, work boots, and vests.
10. Occasionally required to wear respirators.

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11. Occasionally exposed to lost-time hazards, such as situations that could cause severe injuries to back, eye, hand, leg, or foot, loss of finger, carpal tunnel syndrome, and other injuries.

Approved: 11/24/2014

Revised: